

## Virginia Department of Alcoholic Beverage Control

### Retail Documents Checklist Tax-Exempt Private Club

If you are applying as a Tax-Exempt Private Club, please collect and forward to ABC the items listed below along with Part I of the retail application package. If you have any questions, contact the local ABC regional office that covers the location of your establishment. If your special agent needs additional documents, he/she will advise you of those after your application has been reviewed.<sup>1</sup>

- ☐ Part I of application package
- ☐ Application fee
- ☐ Criminal Background Check fee for all directors, all officers, and all trustees as provided in the by-laws.<sup>2</sup>
- ☐ DMV record(s) on all persons indicated in the previous item
- ☐ Completed ABC License Application Addendum
- ☐ Deed of Trust or Copy of Lease in the name of the entity
- ☐ Copy of Management Agreement if applicable
- ☐ Copy of Articles of Organization if applicable
- ☐ Copy of Charter, Articles of Association, or Constitution if applicable
- ☐ Copy of By-Laws
- ☐ Actual or Estimated<sup>3</sup> Current Monthly Sales (not including sales tax.) See "Classification & Required Figures" Page.
- ☐ Actual or Estimated<sup>4</sup> Current Inventory Figures (cost of inventory only.) See "Classification & Required Figures" Page.
- ☐ Copy of menu, if application includes wine on or mixed beverage club privilege
- ☐ Name and address of registered agent
- ☐ Completed Personal Data Sheets (included in Part I of the application package) on all directors, all officers, and all trustees as provided in the by-laws.
- ☐ For all persons indicated in the preceding item, see "Acceptable Identification Documents" Page. Provide a copy of one item from List A or one item from List B and one item from List C.

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<sup>1</sup> During the application investigation, additional documents such as (but not limited to) health or occupancy permits may be required.

<sup>2</sup> If you have had a DMV or criminal background check (CBC) run for ABC purposes within the last two years, a new check may not be necessary. No CBC or DMV is required for those applying as a museum, shipper, or for an out-of-bond permit. Consult your ABC Agent for guidance.

<sup>3</sup> Estimated sales figures accepted from new businesses only; otherwise, actual sales figures are required.

<sup>4</sup> Estimated inventory figures accepted from new businesses only; otherwise, actual inventory figures are required.